

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>OOC02812273</u>	DATE POSTED:	<u>08/01/16</u>		
POSITION NO:	<u>202533</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Accounting Supervisor -Payroll Section</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of Controller-Payroll Section / Window Rock, Az.</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB67A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>52,062.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>25.03</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Plans, assigns, supervises payroll staff, including payroll supervisor and payroll specialists and coordinates the activities of the payroll section and is responsible for recording, maintaining payroll accounting data for the Navajo Nation fiscal operations; reviews and presents financial payroll reports expenditures; interprets and implements new accounting standards; ensures that accurate internal payroll ledgers and records are maintained and are reconciled periodically with reports generated by the financial and human resources accounting system; Pays employees and compiles payroll information by managing payroll preparation; preparation and completion of relevant payroll reports, including weekly, monthly, quarterly and year end reports (gross payroll, hours worked, annual leave accrual/sick leave accrual, tax deductions, benefits deductions, benefits deductions, other various deductions, etc.; maintaining records. Determines payroll liabilities by approving the calculation of employee federal, and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments. Maintains payroll guidelines by writing and updating policies and procedures. Ensure issuance of W-2s on yearly basis, YTD earnings. Partners with Human Resources and Benefits programs in aligning and implementing the payroll system and all its components to utilize the Payroll system to its fullest capacity. Ensure the system are set up and updated to reflect current employee base, including wages, deductions, benefits, sick and annual leave time.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and four (4) years of progressively responsible administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems, two (2) years of which must have been in a lead or supervisory capacity.

**Special Requirements:**

- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of public relations/customer service principles, practices and techniques. Knowledge of computerized accounting systems, and applications including general software applications. Skill in researching, compiling and analyzing governmental practices. Skill in effectively communicating technical concepts orally and in writing. Skill to establish and maintain effective working relationships. Skill in multitasking and meeting deadlines in a professional manner. Knowledge of reporting on 941 reports and filing taxes in the states of New Mexico, Utah, Colorado, Arizona, and Delaware.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**